


Agenda Item No:	<b>12</b>	
Committee:	<b>Council</b>	
Date:	<b>23rd May 2019</b>	
Report Title:	<b>Committee Structure, Political Balance and Allocation of Seats</b>	

## 1. PURPOSE/SUMMARY

- 1.1. The purpose of this Report is to agree the committee structure and terms of reference for the forthcoming municipal year as well as confirming the allocation of seats to those committees and also to outside bodies in accordance with political proportionality rules and to receive notification of the appointments to them (where known).

## 2. KEY ISSUES

- 2.1. The Constitution provides under Rule 1, paragraph 1.2 that at the Annual Meeting, Council will:
- (a) determine which committees and panels should be established for the ensuing municipal year;
  - (b) determine the terms of reference for those committees/panels;
  - (c) allocate the seats and position of the Chairman and Vice Chairman to Political Groups in accordance with political proportionality rules where appropriate in respect of committees, panels and outside bodies;
  - (d) receive notification and to appoint Councillors to the allocated seats on each committee and panel and to serve as Chairman and Vice-Chairman.
- 2.2. Political Groups are allocated seats proportionate to their size.

## 3. RECOMMENDATIONS

It is recommended that Council:

- 3.1. Maintains the Committees and Panels set out at Appendix A for the 2019/2020 municipal year;
- 3.2. Agrees that the terms of reference set out at Part 3 of the Council's constitution in relation to the committees and panels referred to at paragraph 3.1 above should continue as currently drafted;
- 3.3. Agrees the allocation of seats and position of Chairman and Vice Chairman on those committees subject to political balance arrangements (Appendix A);
- 3.4. Notes the increase in membership of Corporate Governance Committee from 9 to 11 to ensure all political groups receive their allocation of seats.
- 3.5. Agrees the appointments to seats allocated in accordance with paragraphs 3.3 above (Appendix B – to be tabled) to include co-opted or non-members.
- 3.6. Agrees the list of Outside Bodies and allocation of seats in accordance with political balance arrangements as set out at Appendix C for 2019/20. Appointments will made at Cabinet in June.

<b>Wards Affected</b>	All
<b>Forward Pan Reference</b>	N/A

<b>Portfolio Holder(s)</b>	N/A
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<b>Background papers</b>	Constitution

#### **4. BACKGROUND/INTRODUCTION**

- 4.1. For each municipal year, Council has to set out the Committees and Panels which are to be established. On establishing the Committees and Panels, in accordance with the rules relating to Political Proportionality the seats on each committee and panel together with the position of Chairman and Vice Chairman are then allocated to Political Parties. Council also receives notification of the appointments to these Committees. Council is also required to confirm allocations to Outside Bodies based again on political proportionality.

#### **5. COMMITTEE STRUCTURE**

- 5.1. As per paragraph 2.1, the Constitution provides that the Council considers the establishment and terms of reference of committees at its Annual Meeting. This must be determined before seats can be allocated to committees in accordance with the political proportionality rules.
- 5.2. The Committees and Panels of Fenland District Council are as identified in Appendix A and their terms or reference are as set out at Part 3 of the Constitution. No changes have been proposed to either for the forthcoming municipal year.

#### **6. ALLOCATION OF SEATS**

##### **6.1. Political Proportionality**

- 6.1.1. As per paragraph 2.1 the Constitution provides that the Council allocation of seats and position of Chairman and Vice Chairman on those committees subject to political balance arrangements.
- 6.1.2. The rules relating to political proportionality in relation to membership of committees are set out in the Local Government and Housing Act 1989 and the supporting regulations.
- 6.1.3. For the purposes of the regulations a political group must consist of two or more members who have signed a declaration to that effect.
- 6.1.4. Where one or more groups exists the relative proportions of the groups should

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be used in allocating seats on committees/outside bodies. Therefore any elected members who are not part of a group are not automatically allocated seats on committees. If however there are any seats which remain unallocated after political groups have been given their proportionate allocation, those unallocated seats will be given to ungrouped members.

- 6.1.5. The distribution of the 39 current members of the Council within the group structures is:

<b>Group</b>	<b>Number</b>	<b>Percentage</b>
Conservatives	26	67%
Fenland Independents Alliance (Including 2 Liberal Democrats)	12	31%
The Green Party (Un-Grouped)	1	0

- 6.1.6. The proposed allocation of seats and position of Chairman and Vice Chairman on the committees referred to at paragraph 5 and subject to political balance arrangements are as set out at Appendix A.
- 6.1.7. To ensure all groups received the number of seats proportionate to their size it was necessary to increase the membership of Corporate Governance Committee to 11 Members.

## **6.2. Outside Bodies**

- 6.2.1. Also in accordance with political proportionality requirements Fenland District Council allocates seats on outside bodies where there are 2 or more appointments to be made. The list of Outside Bodies and the allocation of seats is as set out at Appendix C.
- 6.2.2. Confirmation of membership to the Outside Bodies will be undertaken by Cabinet in June, which will allow sufficient time for Group Leaders to appoint to their allocation of seats.

## **7. COMMITTEE APPOINTMENTS**

- 7.1. As per paragraph 2.1, the Constitution provides that Council's agrees the appointments to the seats allocated at paragraph 6 above.
- 7.2. The terms of reference of the Conduct Committee also provide for the appointment of up to 2 co-opted members and Independent Persons.
- 7.3. The proposed allocations for the forthcoming municipal year are as set out at Appendix B.
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## Appendix A - Allocation of Seats on Committees & Panels

Committee	Membership	Political Apportionment
Overview and Scrutiny	<p>Up to 12 members of the Council (none of which may be part of the Cabinet)</p> <p>Appointment:      Chairman                                  Vice Chairman</p>	<p>8 to Conservative Group 4 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group To the Conservative Group</p>
Planning Committee	<p>Up to 15 members of the Council. No more than three of which can be members of the Cabinet.</p> <p>Each political group can appoint up to 4 substitute members</p> <p>Appointment:      Chairman                                  Vice Chairman</p>	<p>10 to Conservative Group 5 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group To the Conservative Group</p>
Licensing Committee (Licensing Act 2003)	<p>Up to 12 members of the Council.</p> <p>The same Members are to be appointed for the Licensing Act 2003 Committee and the Non Licensing Act 2003 Committee.</p> <p>Appointment:      Chairman                                  Vice Chairman</p>	<p>8 to the Conservative Group 4 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group To the Conservative Group</p>
Staff Committee	<p>8 members of the Council to be formed from:</p> <p>3 members of Cabinet, one of which is to be the portfolio holder with responsibility for Finance.</p> <p>3 members of any Overview and Scrutiny panel</p> <p>2 Backbench members</p> <p>Appointment:      Chairman</p>	<p>6 to the Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group</p>

	<p style="text-align: center;">Vice Chairman</p> <p>The Chairman may be a member of Cabinet</p>	To the Conservative Group
Corporate Governance Committee	<p>Up to 11 members of the Council to be formed from:</p> <p>Up to 3 members of Cabinet not including the portfolio holder responsible for finance</p> <p>Up to 3 members drawn from the Overview and Scrutiny panel</p> <p>5 Backbench members</p> <p>Appointment:            Chairman    Vice Chairman</p> <p>The Chairman may be a Member of Cabinet or Overview and Scrutiny</p>	<p>7 to Conservative Group 3 to The Fenland Independents Alliance (including 2 Liberal Democrats) 1 unallocated seat</p> <p>To the Conservative Group To the Conservative Group</p>
Conduct Committee	<p>Up to 5 Members of the Council</p> <p>Appointment:            Chairman    Vice Chairman</p> <p>The Committee may also appoint itself up to two members of Town or Parish Councils to assist its work.</p> <p>Three additional substitute members to be appointed</p> <p>Independent Person: Deputy Independent Person:</p>	<p>3 to Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>To the Conservative Group To the Conservative Group</p> <p>Currently: Councillor Andrew Donnelly 1 Vacancy</p> <p>2 to Conservative Group 1 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p> <p>Vacant Claire Hawden-Beal</p>
Appointments Panel	<p>Up to 7 members and not less than 3 nominated by the Leader to reflect political proportionality</p>	<p>5 to the Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats)</p>

	Appointment:	Chairman Vice Chairman	To the Conservative Group To the Conservative Group
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**Appendix B- Appointments to Committees and Panels**

<b>Cabinet (9)</b>	
<b>Overview and Scrutiny Panel (12)</b>	
<b>Planning Committee (15)</b>	
Substitutes:	
<b>Licensing Committee (12) - same Members for Licensing Act 2003 Committee and Non - Licensing Act 2003 Committee</b>	

<b>Corporate Governance Committee (11)</b>	
<b>Staff Committee (8)</b>	
<b>Conduct Committee (5)</b>	
<b>Independent People</b> Independent Person: Vacant Deputy Independent Person: Claire Hawden-Beal	<b>Town/Parish Reps</b> Cllr Andrew Donnelly Vacancy
Substitutes:	



## Appendix C - Allocation of seats on Outside Bodies

Ref No	Outside Body	Number of representatives required 2019/20	To Be Nominated Representatives 2019/20	Proportionality
1	Anglia Revenue Partnership	1 + 2 substitutes		Conservative Party representation
2	Benwick Internal Drainage Board (IDB)	4		3 Conservatives  1 Fenland Independents Alliance (inc 2 Liberal Democrats)
3	Cambridgeshire Military Community Covenant Board	1		Conservative Party Representation
4	Cambridgeshire Police and Crime Panel	1 + 1 substitute		Conservative Party Representation
5	Cambridgeshire Health and Wellbeing Board + District Lead Members Group	1		Conservative Party Representation
6	Chatteris Community Centre Association	2		1 Conservative  1 Fenland Independents Alliance (inc 2 Liberal Democrats)
7	College of West Anglia Governing Body	1		Conservative Party Representation
8	Community Learning and Skills Partnership	1		Conservative Party Representation
9	Curf and Wimblington Combined IDB	1		Conservative Party Representation
10	East Cambs and Fenland Children's and Young Peoples Partnership	1		Conservative Party Representation
11	Feldale IDB	7		5 Conservatives  2 Fenland Independents

Ref No	Outside Body	Number of representatives required 2019/20	To Be Nominated Representatives 2019/20	Proportionality
				Alliance (inc 2 Liberal Democrats)
12	Fenland Association of Community Transport	1		Conservative Party Representation
13	Fenland Diverse Communities Forum	1		Conservative Party Representation
14	Fenland Tension Monitoring Group	1		Conservative Party Representation
15	Fenland Transport and Access Partnership	1		Conservative Party Representation
16	Fenland Transport Strategy	2		1 Conservative 1 Fenland Independents Alliance (inc 2 Liberal Democrats)
17	Fenland Twinning Association	4		3 Conservatives 1 Fenland Independents Alliance (inc 2 Liberal Democrats)
18	Hanson, Fletton Brickworks Industry	1		Conservative Party Representation
19	Health Committee	1 + 1 substitute		Conservative Party Representation
20	Hundred of Wisbech IDB	15		10 Conservatives 5 Fenland Independents Alliance (inc 2 Liberal Democrats)
21	Kings Lynn IDB	1		Conservative Party Representation
22	LGA/ LGA Rural Commission/ LGA Urban Commission	1 + 1 Substitute		Conservative Party Representation

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
23	Manea and Welney Drainage Commissioners	2		1 Conservative  1 Fenland Independents Alliance (inc 2 Liberal Democrats)
24	March Area Transport Study	2		1 Conservative  1 Fenland Independents Alliance (inc 2 Liberal Democrats)
25	March West and White Fen Internal Drainage Board (Previously known as March and Whittlesey IDB)	6		4 Conservatives  2 Fenland Independents Alliance (inc 2 Liberal Democrats)
26	March East IDB	11		7 Conservatives  4 Fenland Independents Alliance (inc 2 Liberal Democrats)
27	March Education Foundation	1		Conservative Party Representation
28	March Fifth District Drainage Commissioners	6		4 Conservatives  2 Fenland Independents Alliance (inc 2 Liberal Democrats)
29	March Sixth District Drainage Commissioners	4		3 Conservatives  1 Fenland Independents Alliance (inc 2 Liberal Democrats)

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
30	March Third IDB	8		5 Conservatives 3 Fenland Independents Alliance (inc 2 Liberal Democrats)
31	Middle Level Commissioners	3		2 Conservatives 1 Fenland Independents Alliance (inc 2 Liberal Democrats)
32	Needham and Laddus IDB	1		Conservative Party Representation
33	Nightlayer IDB	10		7 Conservatives 3 Fenland Independents Alliance (inc 2 Liberal Democrats)
34	North Level District IDB	7		5 Conservatives 2 Fenland Independents Alliance (inc 2 Liberal Democrats)
35	Wisbech Community Development Trust (Oasis Village Centre)	1		Conservative Party Representation
36	Ransonmoor District Drainage Commissioners	2		1 Conservative 1 Fenland Independents Alliance (inc 2 Liberal Democrats)
37	RECAP	1		Conservative Party Representation
38	Rural Cambs CAB	3		2 Conservatives 1 Fenland

Ref No	Outside Body	Number of representatives required 2019/20	To Be Nominated Representatives 2019/20	Proportionality
				Independents Alliance (inc 2 Liberal Democrats)
39	Safer Fenland Partnership	1		Conservative Party Representation
40	The Wash and North Norfolk Marine Partnership	1		Conservative Party Representation
41	The Combined Authority	1 + 1 Substitute		Conservative Party Representation
42	The Combined Authority Overview and Scrutiny Committee	2 + 1 Substitute		1 Conservative  1 Fenland Independents Alliance (inc 2 Liberal Democrats)
43	The Combined Authority Audit Committee	1 + 1 Substitute		Conservative Party Representation
44	Upwell IDB	2		1 Conservative  1 Fenland Independents Alliance (inc 2 Liberal Democrats)
45	Waldersey IDB	2		1 Conservative  1 Fenland Independents Alliance (inc 2 Liberal Democrats)
46	Warboys, Somersham and Pidley IDB	1		Conservative Party Representation
47	Whittlesey & District IDB	5		3 Conservatives  2 Fenland Independents Alliance (inc 2 Liberal Democrats)

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required 2019/20</b>	<b>To Be Nominated Representatives 2019/20</b>	<b>Proportionality</b>
48	Wisbech and Fenland Museum Management Committee	1		Conservative Party Representation
49	Wisbech Access Strategy Project Board	2		1 Conservative 1 Fenland Independents Alliance (inc 2 Liberal Democrats)
50	Young People March	1		Conservative Party Representation